

<b>Process Name:</b> Projects/Grants	<b>Process Identifier:</b> PG
<b>Sub-Process Name:</b> Grant Processing	<b>Sub-Process Identifier:</b> PG-2
<p><b>Sub-Process Purpose and Objectives:</b> To Process budget and actual expenditures for an identified grant and perform necessary audit and reporting functions.</p> <p><b>Sub-Process Description:</b> The State uses STARS to track budget and expenditures against identified grants and perform necessary audit and reporting functions.</p> <p>An Agency is awarded a grant and receives some type of grant contract or agreement. The agency updates STARS in the grant control table. (i.e., grant name, grant number, funding ratio) The agency initiates an H type batch which is forwarded to Statewide Accounting (Accounts) for review and release to STARS to record grant award.</p> <p>Grant expenditures are being recorded in STARS through the normal payment process. These expenditures create a daily draw report in STARS which is used by the agency to prepare a request for Grantor funds. The Grantor processes the request and the funds are received through Treasury in the normal deposit process.</p> <p>The grantee Agency prepares required quarterly and annual reports using reports from STARS. These are forwarded to the Grantor. Additionally, the agency creates an annual grant activity schedule from single audit reports from STARS. Accounts further revises the reports to provide single audit reporting to the grantor agency.</p>	
<p><b>Sub-Process Trigger(s):</b></p> <ul style="list-style-type: none"> <li>Grant Agreement (Award)</li> </ul>	<p><b>Key Sub-Process Participants:</b></p> <ul style="list-style-type: none"> <li>Agency</li> <li>Statewide Accounting</li> <li>Grantor Agency</li> <li>Treasury</li> </ul>

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<b>Inputs:</b>			
<b>Input</b>	<b>Format</b>	<b>Volume/Time</b>	<b>Suppliers</b>
Grant Agreement	Manual	800 grants per year	Grantor Agency
Grant Expenditures	Electronic	800 active grants per year/expenditures vary	various
<b>Outputs:</b>			
<b>Output</b>	<b>Format</b>	<b>Volume/Time</b>	<b>Recipients</b>
Reports	Electronic	Daily, Monthly and Annually	Agency, Accounts
<b>Performance Measures Tracked:</b>			
<b>Measure</b>	<b>Approx. Value</b>	<b>Target Value</b>	
Timely Draws	2 business days	2 business days	
<b>Laws, Regulations, and Policies That Govern Sub-Process:</b> Various federal and local regulations			
<b>Current Sub-Process Issues/Problems:</b> Manual management of draws			
<b>Improvement Opportunities:</b>			
<b>Opportunity</b> <i>Merge cells to link one Opportunity to multiple impacts)</i>	<b>Organizational Impacts</b> <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>		
Automation of grant drawdown processing			C
<b>Applications that Support the Sub-process</b>			

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<b>Application Name(s)</b> <i>(Internal name and vendor's name)</i>	<b>Technology Description</b> <i>(Programming vendor, language, platform, database, etc.)</i>
Statewide Accounting and Reporting System (STARS)	STARS is KPMG's mainframe governmental accounting system. It is written in COBOL and uses an IMS database.

